

[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Congratulations!

We are thrilled to inform you that you are a winner in our recent KQXS lottery drawing held on [date]. Your winning ticket number is [ticket number], and you have won [prize amount or item].

To claim your prize, please follow the instructions below:

1. Verify your ticket number and ensure it matches the winning ticket number.
 2. Contact us at [contact information] to schedule a prize claim appointment.
 3. Bring valid identification and your winning ticket to the appointment.
- The deadline to claim your prize is [claim deadline]. Should you have any questions, feel free to reach out to us.

Once again, congratulations on your win! We are excited to celebrate this moment with you.

Best regards,

[Your Name]
[Your Title]
[Your Organization's Name]